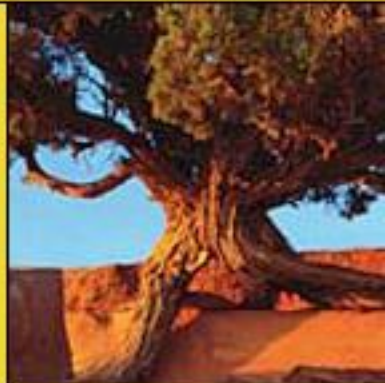


Becoming a Great Recorder and Facilitator



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**Central Valley
Health Policy Institute**
California State University, Fresno



Central California Center for Health and Human Services

Central Valley Health Policy Institute

www.CVHPI.org

Activities include research and evaluation, education and training, resource development, technical assistance, curriculum development, community service activities

Central California Children's Institute

http://www.csufresno.edu/ccchhs/institutes_programs/CCCI/index.shtml

Conducts research on children's issues in the region

Has produced a number of reports including

Central California Institute on Healthy Aging

http://csufresno.edu/ccchhs/institutes_programs/CCIHA/

Acts as a catalyst for regional change in the well-being of SJV adults



CVHPI's Mission

“Central Valley Health Policy Institute improves equity in health and health care by developing the region’s capacity for policy analysis and program development through integrating the resources of California State University, Fresno and the communities of the San Joaquin Valley.”



Central Valley Health Policy Institute

- ➡ Regional Advisory Council
- ➡ Research, Policy Analysis and Technical Assistance
- ➡ Leadership Development
- ➡ Community/Grass roots capacity Building
- ➡ Educational Programs
- ➡ Data Warehouse
- ➡ Health Career Connection



Introduction

- Pair up with a person (Someone you don't know)
 - Name
 - Where are you from?
 - Aspirations (goals, ect)
 - What do you think you are going to get out of BHC?
- Introduce your partner to large group



Guidelines

- Try on
- Okay to disagree
- Not okay to blame, shame, attack
- Confidentiality
- Start with self and feelings
- Process and content



Guidelines Activity

In small group (2-3 people you don't know well.)

- 1) Which guideline have you used recently?
- 2) Which guideline will be challenging for you to use?



Tips for Note Taking

- Key Points
- Best Words/ Focus
- Key Words
- Abbreviate



Tips for Note Taking (cont.)

- Concepts
- Cues & Clues
- Reviews



Tips for Successful Facilitation

- Prepare in advance
- Define the meeting objective
- Set your time parameters
- Define a set of questions that lead logically to desired outcomes
- Create safety for all participants (guidelines)



Tips to Successful Facilitation (cont.)

- Record Feedback
- Keep the Process Moving
- Get Contribution from Everyone
- Practice active listening – confirm understanding by saying back in your own words
- Listen Hard



Tips to Successful Facilitation (cont.)

- Learn some simple voting techniques
- End by summarizing agreements, next steps and who's responsible.



Closing Ritual

- Appreciations
- Regrets
- Final comments